

## Business Case: guidance notes



## Independent Framework for Transfer and Delegation

## Guidance Notes

### **General**

Applicants should provide a business case proportionate to the scale of the project proposed. There is no template provided for your business case, nor have word limits been set. Instead you should submit your own standalone document for this stage. When compiling your business case **please use the six section headings**, noted below, and try to be as succinct as possible.

Please note that supporting information on transfer and delegation is available on both [Crown Estate Scotland](#) and [Scottish Government: Marine Scotland Information](#) websites. Specifically, [A Guide to a Successful Application](#) and [Community Engagement Guidance](#) should be consulted alongside completing this business case.

Your completed business case should be e-mailed to the Crown Estate Strategy Unit (CESU) within the Scottish Government at [CESU@gov.scot](mailto:CESU@gov.scot) with the subject title as 'Full Business Case' and your 'Organisation Name'. Please use the format *Proposal Name: Document Name* when naming any documents.

### **Business Case Section Headings**

Please use the following section headings as the basis of your business case.

### **General**

Please provide the following details:

- Organisation name and contact details.
- Name of proposal
- Name of the asset(s)/location(s) and nature of management sought (transfer or delegation)
- Project summary, noting key locations, activities and aims. (C. 200 words as a guide)

*Please note, non-personal details will be available to the public to support community awareness and engagement in the development of the proposal.*

## **Your Proposal**

### **1. Your Proposal Overview, Aims and Objectives**

Please use this section to outline your organisation's proposal including aims and objectives and their alignment to key national or local strategies or outcomes.

This should include the nature of the proposal and the assets covered by the proposal. You should also include the management approach (stating clearly whether it is transfer or delegation that is being sought), the timescale, geographical scale (including a map), mapping of your outcomes to the National Performance Framework and identification of the key individuals and their relevant skills relating to the proposal.

For the geographical scale of the proposal, please describe the location of the proposed asset. Include a list of the positions outlining the boundary of the asset area.

Positions should be provided in British National Grid (BNG) format. The BNG coordinate reference system is the one which Crown Estate Scotland uses in its mapping processes and complies with Registers of Scotland.

BNG positions take the form of Eastings and Northings and are expressed as 2 numbers representing distance from an initial point.

#### **Example**

Eastings: 386639, and Northings: 853666. This can also be expressed as an X and Y position on some resources. E.g. 386639, 853666

Positions can also be provided as coordinates (Latitude and Longitude). For positions taken from British National Grid, these are calculated on the OSGB1936 datum. This differs from the eastings and northings as they are presented in Degrees, minutes and seconds.

Coordinates provided in this format should take the form:

55°55'44''N 2°22'11''W if seconds are used or 55° 55.555'N 002° 22.222'W if using decimal minutes. Decimal degrees are also accepted (55.51234N, 2.12345W).

If coordinates are provided, please ensure that the coordinates are identified from a source using OSGB1936. For example, coordinates identified from Google Maps, or Bing Maps will be in the wrong datum and will need to be converted before being submitted.

It is important that the correct positions, in the correct format, are included with this business case, as any errors will result in the application being delayed. Please also include within your business case, a suitably scaled extract of an Ordnance Survey Map (1:2,500 scale but not more than 1:10,000) which must be marked to indicate:

- the full extent of the asset in question
- Eastings and Northings under the BNG system (latitude and longitude co-ordinates are also accepted, provided they conform to the requirements outlined above) defining the location of the asset

If they are subject to copyright, it is the responsibility of the applicant to obtain necessary approvals to reproduce the documents and to submit suitably annotated copies with the application.

Online resources are available to assist with determining the approximate location of co-ordinates, such as Grid Reference Finder.

If required, GIS Support is available from Crown Estate Scotland – please email [CESU@gov.scot](mailto:CESU@gov.scot) if you wish to request this support.

## 2. Finance

Please provide relevant budget or financial projections that underpin your proposal. Please also indicate any assumptions you have made in drawing these projections together including an indication of how you will meet any financial liabilities connected to the asset, if management of that asset is transferred to you.

## 3. Enhancing Value

The Scottish Crown Estate must be managed in a way to ensure that it contributes to the sustainable development of Scotland. Managers of assets have a key duty to maintain and seek to enhance the value of these and the income arising from them. Please tell us how you think your proposal will achieve this, including:

- What potential costs/savings result from your proposal?
- How the assets will be managed in a way that is likely to contribute to:
  - Social Wellbeing
  - Environmental Wellbeing
  - Regeneration
  - Economic Development
- Does your proposal focus in any particular area, e.g. economic development or environmental wellbeing, if so why?

Applicants should build upon the Expression of Interest (EOI) by detailing potential costs and savings that may occur as a result of the proposal and any increase or reduction in regulatory burden.

#### **4. Community Engagement**

Both the word and the spirit of the [Scottish Crown Estate Act 2019](#) encourage, support and demand strong community engagement in management of the Estate. Involving the wider community is an integral part of managing the asset. The power to transfer or delegate aspects of management of the Crown Estate in Scotland exists to support community aspiration and enable more local impact on decision making. The process of applying to take on transfer or delegation of management functions therefore requires significant community input to the design of proposals, as well as a commitment to real and ongoing partnership with affected organisations and communities.

The guiding principles are that community engagement should be effective, fair and efficient, for both the participant and the organisation undertaking the work. This means engagement must meet the needs and expectations of the people involved, be well informed and properly planned, and give people who may face additional barriers to getting involved an equal opportunity to participate.

Please use this section to tell us about the people you expect to be most impacted by your proposal. This could include relevant stakeholders, tenants and other users of the proposal area and how you plan to engage them with the application. You may find that an engagement plan will help to lay out your activities in an accessible way.

Guidance on community engagement can be found [here](#).

#### **5. Relationship management**

Please tell us about other interests associated with the proposal areas and how you plan to manage any possible conflicts of interest that may arise. It may be helpful to build a stakeholder map for your proposal which takes in geographical, sectoral and

interest groups. This could be accompanied by a conflicts matrix if you feel there may be a need to manage multiple interests/uses in a confined space.

Applicants are recommended to consult the [Crown Estate Scotland Interactive Map](#) to identify current tenants in or adjacent to the proposal area.

## **6. Risk**

Please tell us about the risks associated with your proposal and how you plan to manage them.

This should include the liabilities and risks associated with the proposal including a risk register incorporating potential impacts on all users of the asset as well as the measures you are taking or plan to take to control/manage the risk.

In developing this register please note the current definitions, measures and scoring used by Crown Estate Scotland. This information will be shared with you as part of your EOI feedback along with a steer in terms of existing risks being managed by the current manager - which should also help you in the development of this section.

## **Declaration**

Please add the following declaration to your submission:

*“By signing below, I acknowledge that I have read the supporting information. I also agree that I have full authority to submit this expression of interest on behalf of the organisation and all information submitted is correct and true.”*

Signature \_\_\_\_\_

Date \_\_\_\_\_

(Please note that a typed signature is accepted.)

## Supporting Document Checklist

Please use the following checklist to ensure you have included all relevant information:

- A budget/financial projections for your project
- Names and details of relevant contacts including those who will have access to confidential information.
- A map of your project area including assets targeted by the proposal (If required, GIS Support is available from Crown Estate Scotland – please email [CESU@gov.scot](mailto:CESU@gov.scot) if you wish to request this support.)
- A risk register including proposed control measures.
- Copies of relevant documentation
  - e.g. – Data Protection Policy (including GDPR)
  - Health and Safety Policy
  - Environmental Policy
  - Any other relevant documents such as copies of relevant insurance etc

Any additional documents should be labelled in the format *Proposal Name: Document Name*

## What Happens Next?

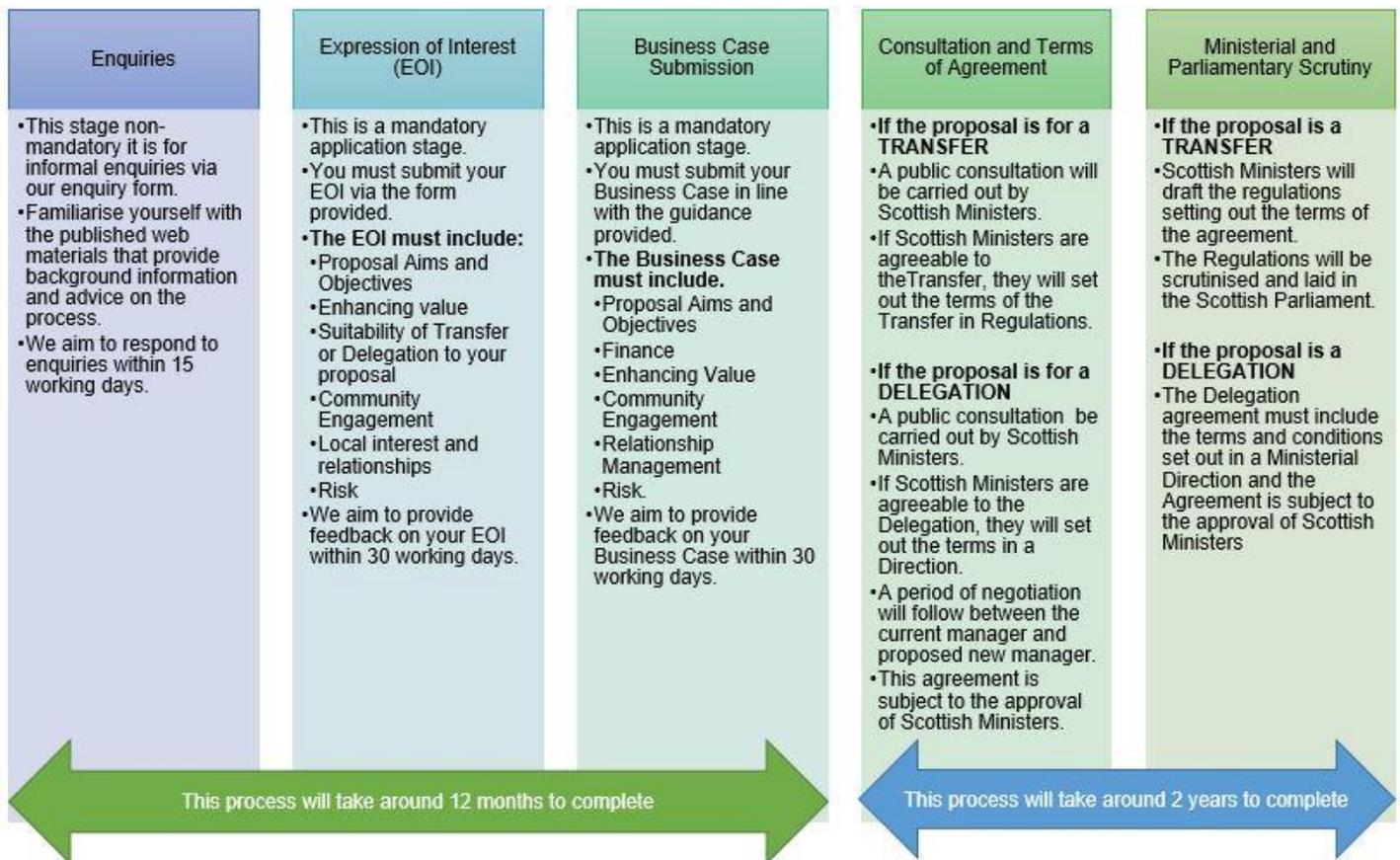
Please note that the submission of a full business case does not form a guarantee of your proposal being granted. Your business case will be reviewed by the full assessment panel and the appropriate due diligence of your organisation will be carried out as part of this process.

We aim to respond to your proposal within 30 working days. However, we may be unable to respond within this timeframe if your proposal is particularly complex. Should your proposal take longer to review, we aim to send you a further acknowledgement advising you when we will be able to respond.

If your proposal is to progress beyond the business case submission stage, a CESU officer will continue to liaise with you on the next steps. These will include detailed discussions necessary for your proposal to be progressed, Scottish Ministers carrying out a public consultation and terms for either a transfer or delegation being drafted and scrutinised (see figure 1 below.)

Scottish Ministers are the ultimate decision makers in this process and only when the full application process has concluded, will proposals be approved or not.

Figure 1. Steps of the application process for transfer or delegation



Ref No:

## **Privacy Policy**

Our privacy policy can be found [here](#)